

Meeting of the Town of Burrillville Library Fundraising Committee, held on September 7, 2005 at 6:00 P.M. in the Jesse M. Smith Memorial Library, 144 Harrisville Main Street, Harrisville, RI, for and within the Town of Burrillville.

Members Present: William Beatson, Cynthia Ketcham, Peter Walsh.

Also Present: Jacqueline Zahn, Council Liaison; Sandra Mundy, Director, Jesse M. Smith Memorial Library, Cheri Hall, Director, Burrillville Parks and Recreation Department.

(Please note, agenda items were taken out of order.)

1. Update on communications with potential honorary committee members.

Committee Chair, Peter Walsh distributed the letter he had composed to send to potential honorary members of the Capital Campaign. The committee had some recommendations for changes as well as additional recipients to contact. Peter said he would make the changes and begin sending out the letters.

Councilor Jacki Zahn reviewed her progress with the contacts she was to make and discussed the contacts still to be made.

2. Review press release.

Councilor Jacki Zahn provided the committee with copies of the press release she had prepared. Some corrections and additions were recommended by the committee. It was determined that the press release would be sent to the Woonsocket Call, Providence Journal, Valley Breeze and Neighbors.

3. Discuss and act on general housekeeping items:

a. Post office box

It was determined that a standard size post office box would be sufficient for the needs of the committee and that Cindy Ketcham would arrange for box rental at the rate of \$48.00 per year and be reimbursed from the operating funds authorized by the Town Council.

b. Stationery

The issue of stationery was tabled until the list of honorary members was complete.

c. Invitation to Michael C. Wood, Town Manager to attend the meeting of September 21.

Councilor Jacki Zahn suggested that Town Manager Michael C. Wood would make himself available for the meeting of September 21 if the committee would like him to attend. It was decided that touching base with the manager would be advantageous to the committee in determining what funding had already been sought so that efforts would not be duplicated. Councilor Zahn said that she would extend the invitation on the committee's behalf.

4. Discuss possible schedule for the Arts Festival (September 17 and 18.)

The committee decided to move ahead with plans to set up a table at the upcoming Arts Festival to collect donations and disseminate information regarding the library building project. Sandra Mundy, Director of the Jesse M. Smith Library said that she could provide a table and architectural drawings as well as photos of the current conditions to further illustrate the need for this project. The schedule

was set for two shifts each of the two days with Saturday being covered by William Beatson from 10:00 a.m. to 1:00 p.m. and Cindy Ketcham from 1:00 P.M. to 4:00 P.M. and Sunday covered by Councilor Jacki Zahn from 10:00 A.M. to 1:00 P.M. and Peter Walsh from 1:00 P.M. to 4:00 P.M. Additionally, it was determined that all funds collected during the day would be counted and verified by two people and secured at the library until it could be turned over to the finance department the following Monday. The question was raised about how checks should be made out and Councilor Zahn said she would check with John Mainville, Finance Director.

5. Discuss Ocean State Power Grant Application.

The committee reviewed the Ocean State Power grant application and determined that because of the limited funds available, the time frame related to using those funds and the necessity of specifying precisely how the funds are to be used, it would be best to consult with Town Council President Wallace Lees who is also a member of the grant committee for more direction.

6. Discuss other possible sources of funding.

There was a general discussion of other sources of funding that should be investigated further. Among sources discussed were the possibility of obtaining a legislative grant, seeking assistance from the Rhode Island Foundation and submitting a Chaffee Special Project request form. It was also suggested that perhaps the committee could obtain a technical assistance grant which could enable the committee to hire a grant writer.

7. General discussion.

It was mentioned that the Screening Subcommittee had received another application for the fundraising committee and would be making a recommendation to council at the next regular council meeting. Councilor Zahn suggested that it would be a good idea to have an odd number of committee members and another potential committee member was suggested. Cindy Ketcham was instructed to make contact to determine interest.

It was also suggested that the committee needed to come up with a slogan before ordering stationery and the recommendation was that this be discussed further at the next meeting.

8. Other business.

None.

9. Voted to approve the minutes of the meeting of August 17. Motion by William Beatson. Seconded by Peter Walsh. The vote was unanimous. Voting in favor of the motion were William Beatson, Cynthia Ketcham and Peter Walsh.

10. Voted to adjourn at 7:40 P.M. Motion by Cynthia Ketcham. Seconded by William Beatson. The motion was unanimous. Voting in favor of the motion were William Beatson, Cynthia Ketcham and Peter Walsh.

ATTEST:

Cynthia H. Ketcham, Secretary